

Schedule No. C-1399

Records Management Division

Page No.

4

of

### RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY:	Office of Central Services	DIVISION:	Risk Management
Item No.	Description		Retention
	SUPERCEDES SCHEDULE C-906 dated 1	1/9/99	
1.	General Correspondence Original incoming letters, copies of outgoing le memoranda, studies, staff-meeting minutes, r directives, policies and other material related administration of the division.	Retain for 1 year, then screen annually and destroy any material no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value	
2.	General Accounting Records Records, our office copies of commitments, dir purchase orders, requisitions, and goods recei memoranda, travel and expense reports, miles cash receipts and tuition reimbursements.	Retain for four (4) years then destroy.	
3.	Special Accounting Records Audit reports (internal and external, financial	l or program).	Retain for (4) years, then transfer to the Maryland State Archives.
4.	Personnel Files Files contain information on current and past	employees.	
	A. Files may contain, but are not limited to c employment applications, annual perform reprimands and disciplinary actions, awar accident reports, resumes, etc.	ance reviews,	Retain for three (3) years after termination then destroy.
	B. Reclassifications	Retain for three (3) years after reclassification decision is rendered then destroy.	
Schedule Appr	oved by Agency or Division Representative	Schedule Approved by State Archivist	
Date Signature		State Archivist	
Schedule Appr	oved by Records Management Officer	,	
9/	1/18 aufuakanens	1.6.2020	(imother). Bohn
Date	Signature	Date	Signature



Schedule No.

C-1399

Records Management Division

Page No.

of

4

# RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:	Office of Central Services D	IVISION: Risk Management
Item No.	Description	Retention
5.	Interviews Files contain completed questionnaires, resumes, posannouncement, interview schedule and interview que	
6.	Payroll	
	A. Time sheets and leave request forms	Retain for three (3) years then destroy.
	B. Leave Reports	Retain for sixty (60) days then destroy.
	C. Payroll Registers	Retain for two (2) pay periods then destroy.
7.	Safety Records related to the safety risk management funct the division under the following subject titles.	ions of
	A. Safety General – Correspondence information, r or special programs, procedures and policies.	Retain for one (1) year, then screen annually and destroy any material no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. If material is scanned, all scans must be done in accordance with Maryland State Archives standards and paper will be destroyed and images will follow the above retention requirements.
	B. Inspections, Complaints and Investigation Files contain case history of safety inspections and investigations conducted as well as complaints h	screen annually and destroy any



Schedule No. C-1399

Records Management Division

Page No.

3

of

4

#### RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:		Office of Central Services	DIVISION:	Risk Management
Item No.		Description		Retention
	C.	Hazardous and Toxic Substances Files (Mar Occupational Safety and Health – MOSH) – information concerning manufacturers Safe Sheets (SDS), employers generated chemica SDS attached and information distributed to make them aware of where chemicals are protection to be used when working with the chemicals.	Files contain ty Data l lists with o employees used and	Retain for forty (40) years then destroy.
	D.	Occupational Safety and Health Administra Files contain information on safety violation injury, and general safety for Bureau of Lab (State and Federal agencies).	s, personal	Retain OSHA records for five (5) years then destroy.
·	E.	Maryland Occupational Safety Health Files contain information on safety violations, per and general safety for Bureau of Labor Stat and Federal agencies).	rsonal injury,	Retain MOSH records for three (3) years then destroy.
	F.	Training Files – Files contain attendance re descriptions and dates given.	cords, course	Retain files for three years from class date then destroy.
8.	Re	f-Insurance Fund cords related to the self-insuring functions of der the following subject titles	the division	•
	A.	Self-Insurance Fund Committee – Consists Self-Insurance Fund Committee meetings, related supporting legal, policy, directives a correspondence.	ninutes and	Permanent. Retain for 50 years, then transfer to the Maryland States Archives for permanent retention. If scanned, scan paper in accordance with Maryland State Archives standards, destroy paper and transfer images to the Maryland State Archives.
	B.	Workers' Compensation Files		
		Open & active Workers' Compensation clair	n files	Retain until file can be placed in closed files.
		Closed Workers' Compensation claim files		Retain for forty (40) years then destroy.



Schedule No. C-1399

Records Management Division

Page No.

of

4

#### RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:	1	Office of Central Services	DIVISION:	Risk Management
Item No.		Description <sub>.</sub>		Retention
	C.	General Liability Files		
		Open and active Liability claims against the S Insurance Fund other than auto.	elf-	Retain until file can be placed in closed files.
		Closed General Liability files		Retain for five (5) years then destroy. If minor involved, retain for 5 years past 18 <sup>th</sup> birthday, then destroy.
	D.	Automobile Liability and Comprehensive/Colli	sion Files	
		Open and active vehicle liability, collision or comprehensive claims		Retain until file can be placed in closed files.
		Closed Auto files		Retain for five (5) years then destroy. If minor involved, retain for 5 years past 18 <sup>th</sup> birthday, then destroy.
	E.	Miscellaneous Claims – Contains claims again County that are not contained in 7.C & D.	st the	Maintain for five (5) years after occurrence date then destroy.
	in direction of long	igation Hold: When litigation of a particul immences, or is reasonably anticipated, the w will institute a litigation hold to persons the case. The litigation hold is a memorant ecting that information relevant to the liticluding electronically stored information, reserved and not destroyed. The details of valuired will be addressed in the litigation here to the directions of the litigation hold contrary to the directives of this retention estions regarding how to adhere to the insthe litigation hold can be addressed with the Law and/or Office of Information Technologice of Law will notify individuals when the ager subject to the litigation hold.	Office of involved dum gation, nust be what is old ents, even if it policy. tructions ne Office gy. The	

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Instructions –Type or Print a separate form for DEPARTMENT			F GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANA			AGEMENT DIVISION		,	
Jessup			erioo Road, P.O. Box 275 up, Maryland 20794		PAGE 1. OF <u>30</u>	
			99-1930			
1. Department/Agency	2. Divisi				3. Unit	
Central Services/Risk Management	Insuran	ce				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
General Correspondence				2016	to Present	
6. Record Series Description (Briefly describe the t	ypes of in	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Original incoming letters, copies of outgoin					, ,	
material related to the administration of the division						
	1				•	
7. Record Series Format(s) List all		6. Record Serie	es Sequence	9. Volume		
Letter Size		Alphabetica	<b>3</b>	2 Number		
Legal Size Computer Tape		Numerical		File Drawer(s)  Microfilm Real(s)		
Audio Tape 🔲 Floppy Disk		☐ Chronological		Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Geographical			Other (spedify)	
Other (specify)		Other (specify)		1	Accumulation	
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		:		Microfile	* *	
				Comput		
			<u> </u>			
11. File is Used		1	12. File Becom	es Inactive Aft	er	
☐ Dally ☐ Weekly ☐ Monthly ☐ Anni	ually		Number	□×	onth(s) MYear(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. is Record S	Series Duplicat	cd Elsewhere? (If yes, specify agency or office.)	
2660 Rive Road, 3™ Floor			☐ Yes ☑No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	ilrements		
الما الما الما الما الما الما الما الما			Nane	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention	
☐ Yes ☐ No			Retain for 1	year, then	screen annually and destroy any material no	
			longer need	led for curr	ent business with the following exception:	
			Transfer to	the Maryla	nd State Archive for permanent retention any	
			material tha	it serves to	document the origin, development, and	
			accomplish	ments of th	e office and has continuing administrative, fiscal,	
			legal, or his	torical valu	е.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Helen Cosner, OSA II 410-222-76		30	07/20/17			

			GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMEN 7275 Waterloo Road, P.C Jessup, Maryland 2 410-799-1930				PAGE 3 OF 30	
Department/Agency	2. Divisi	วก			3. Unit	
Central Services/Risk Management	Insuranc	æ				
			_		-	
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title			•	5. Earlie	st Year/Latest Year	
General Accounting Records				20141	to Present	
6. Recard Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Records, our office copies of commitments	, direct pay	yments, purci	nase orders, re	equisitions,	and goods received memoranda, travel and	
expense reports, mileage reports, cash receipts an	d tuition re	imbursement	s.			
7. Record Series Format(s) List all		8. Record Seni	es Sequence	9. Volume		
1		,	•	4		
☑ Letter Size ☐ Microfilm		Alphabetica	al	Number		
Legal Size Computer Tape		☐ Numerical		File Dra	• • • • • • • • • • • • • • • • • • • •	
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	Comput	ter Tape(s)	
i ☐ Bound Book ☐ Video Tape		☐ Geographia	<b>za</b> l	Other (s	pecify)	
Other (specify)		Other (spec	city)	1/2	Accumulation	
			Number			
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			_		outer Tepe(e)	
-			Other (specify)			
11. File is Used			12. File Becom	as Inactive Aft	er	
,			4		`	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually		Number	□M	onth(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 5	Series Duolicat	ed Elsewhere? (If yes, specify agency or office.)	
2650 Riva Road, 3rd Floor			Yes  No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	ulrements		
! ☐ Yes ☑ No			Mone I	☐ State ☐	Federal Independent	
17. Is an Index System used? If yes, exptsin briefly and describe re	equirements		18. Recom	mended P	etention	
Yes 2 No			ŧ		rs then destroy.	
			Notesia io	(-) y <del>c</del> ai	o bion deditoy.	
					İ	
•						
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Helen Cosner, OSA II		410-222-76		7/20/17		
Heieli Cosiei, OSA II		<del></del>	-,, 11			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY						
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	MARYLAND 20794 10) 799-1930	Page <u>3</u> of <u>20</u>						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Central Services /Risk Management	Insurance								
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes									
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR General Accounting Records									
			TO <u>Present</u>						
6 INPUT - Identify source of information to Financial information	6 INPUT - Identify source of information to be entered Financial information  7 OUTPUT - Identify the use/s of information generated by system Reconcile of credit card statements, receipts, purchases, and travel and mileage reports.								
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	/documents/forms purpose and function of the system.						
Commitments, direct payments, purchase ord									
·									
9 POLICY ON ACCESS AND USE – Explain Accessed by Risk Management personnel	or attach copy if	established in writing.							
Accessed by Kisk Management personner									
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOI	R REVISING INFORMATION	ON IN THE SYSTEM						
Update as needed.									
opuate as necueu.									
11 SPECIFY THE LOCATION AND MEDIA C Ensure the record's retention and usability									
Stored on our network - J Drive									
12 RECOMMENDED RETENTION									
4 years then destroy									
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON 410-222-7633	NE NUMBER	15 DATE 7/20/17						
Helen Cosner									
16 TITLE OF PREPARER	16 TITLE OF PREPARER								
OSAII	<u> </u>								
DGS 550-6 (rev. 10/12)									

separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	RECORDS M 7275 Waterl Jessup	ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	3A 210 Page of						
1 DEPARTMENT/AGENCY Central Services/Risk Management	2 DIVISION Insurance		3 UNIT						
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes									
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR						
Special Accounting Records 2015 Present TO									
6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by system									
Audit reports		Evaluate financial or	, ,						
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brie	I fly describe the information	n/documents/forms						
			purpose and function of the system.						
Audit reports (internal and external, f	inancial or pro	gram).							
·		•	·						
	•		·						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.							
		-							
Information will be kept as view only	on shared drive	e.	•						
		•							
10 UPDATING CYCLES OR CONDITIONS	AND BUILES EC	R REVISING INFORMATI	ON IN THE SYSTEM						
Update when audit report is complete	e. Information	will not be revised; amer	ndments or addenda can be added						
to ensure thorough documentation.		•							
		,							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit									
Stored on network - shared J Drive	-								
		•	1						
10 DECOMMENDED DETENTION		· · · · · ·							
12 RECOMMENDED RETENTION 4 years then destroy									
	TELEBUS	AND AN IMPER	L45 DATE						
13 TYPED OR PRINTED NAME OF PREPARER	14   IELEPHC	NE NUMBER	15 DATE						
Nicole Liening	410-222-1	5 <b>91</b>	4/10/2019						
16 TITLE OF PREPARER	<u></u>	· · ·	I						
Manager, Safety and Insurance									
DGS 550-6 (rev. 10/12)									
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<del></del>			GENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECO	ORDS MANA	GEMENT DIVISION		
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Re			oad, P.O. Box	275	PAGE 4 0F 30
		Jessup, Ma	rvland 20794		PAGE TO OF TO
			89-1930		·
Department/Agency	2. Divisio	n			3. Unit
Central Services/Risk Management	Insuranc	e			
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DEFINITION: RECORD SERIES: A group of related	d records r	normally filed	and used as	a unit for re	eference as well as retention and disposition
purposes.				1 "	
4A. Record Series Title				1	st Year/Latest Year
Personnel Files 4A				2012	to <u>Present</u>
6. Record Series Description (Briefly describe the ty	pes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.) Files may contain, but are not limited to cop	les of emp	oloyment app	lications, anni	ual perform	nance reviews, reprimands and disciplinary actions.
awards, doctor slips, accident reports, resumes, etc		•		,	, , , , , , , , , , , , , , , , , , , ,
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7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	
		_/		4	
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☐ Audio Tape ☐ Floppy Olsk	ļ	Chronologi	cal	! =	ter Tape(s)
		_		Other (	specify)
Bound Book Video Tape	•	Geographic	al		
Other (specify)		Other (spec	eifu)	10. Annual	Accumulation
				Number	
1					
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	ļ		Comp		ter Tape(s)
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11. File is Used			12. File Becom	es inactive Aft	ter
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Dally Weekly Monthly Annu	ally		Number	■ M	ionth(s) Year(s)
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					_
13. Current Location(s) (Btdg., Floor, Room)	-		14. is Record 8	Series Duplicat	ted Elsewhere? (If yes, specify agency or office.)
2660 Riva Road, 3rd Floor			Yes	<b>™</b> No	
AC A SHARING (ISM - IN L - III ) E Develope (ISM - III )			40 1 12 5	*	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes  No			16. Audil Requ	urements	J
	•		None	☐ State ☐	Federal Independent
			_		
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		18. Recom	mended R	etention
Yes Mo			Retain for the	hree (3) yea	ars after termination then destroy.
				,	•
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19. Name and Title of Preparer		20. Telepho	ne Number	21, Date	
Helen Cosner, OSA II	Ì	410-222-76	30	7/20/17	İ
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Instructions –Type or Print a separate form for DEPARTMENT OF					AGENCY RECORDS INVENTORY
			GEMENT DIVISION		_
with Records Retention Schedule (DGS 550-1)	7275 Water	rtoo Re	oad, P.O. Box	275	PAGE 5 OF 30
	Jessu	-	ryland 20794 19-1930		7,100
Department/Agency	2. Division				3. Unit
Central Services/Risk Management	Insurance				
					•
DEFINITION: RECORD SERIES: A group of related purposes.	i records normally	ly filed	and used as a		
4B. Record Series Title				5. Earlie:	st Year/Latest Year
Personnel Files - Reclassifications 학명				2014	to Present
C. D. and Ontine Department (Driefly department)					
6. Record Series Description (Briefly describe the ty					• •
series.) Files may contain, but are not limited to cop		nt appi	ications, anni	ial perform	ance reviews, reprimands and disciplinary actions,
awards, doctor slips, accident reports, resumes, etc	i <b>.</b>				•
7. Record Series Format(s) List all	8. Reco	ord Serie	s Sequence	9. Volume	
	"	۰،۰		1	
Letter Size  Microfilm	<b>□</b> Alph	habetica	I	Number	
Legal Size Computer Tape	☐ Nun	merical		File Dra	
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11. File is Used			12. File Becom 3	es inactive Att	er
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ıaliy	}	Number Month(s) Number		
13. Current Location(s) (Bldg., Floor, Room)	<del></del>		14. Is Record S	erles Duplicat	ed Elsewhere? (If yes, specify agency or office.)
2660 Rive Road, 3™ Floor			☐ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	
☐ Yes ☑ No				_	_
			• None	State	Federal (independent
		i			
17. Is an index System used? If yes, explain briefly and describe re-	quirements		18. Recom	mended Re	etentian
☐ Yes ☐ No			Retain for th	ree (3) vea	ars after decision is rendered then destroy.
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19. Name and Title of Preparer	20. Te	elepho	ne Number	21. Date	
Helen Cosner, OSA II	410-2	22-763	30		
				7/20/17	ł

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Instructions -Type or Print a separate form for	DEPARTI	DEPARTMENT OF GENERAL SERVICES		RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RDS MANA	GÉMENT DIV	ISION			
with Records Retention Schedule (DGS 550-1) 7275 Waterloo F			oad, P.O. Box	275	PAGE Le OF AO	
· ·	Jessup, Ma				PAGE OF	
I I			99-1930			
Department/Agency	2. Division	1			3. Unit	
Central Services/Risk Management	Insurance					
DEFINITION: RECORD SERIES: A group of related purposes.	d records no	ormally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title Self Insurance Fund				5. Earlie	at Year/Latest Year	
Interviews				2013 1	o Present	
6. Record Series Description (Briefly describe the t	ypes of infor	mation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Files contain completed questionnaires, res						
·					·	
7. Record Series Format(s) List all	1	8. Record Seri	es Sequençe	9. Volume		
	Ϊ,	Alphabetica		1		
Letter Size Microfilm		Aphabetica	31	Number		
☐ Legal Size ☐ Computer Tape	1	Numerical		File Drawer(s)		
Charles Torrest Charles District	1,			☐ Microfilm Recl(s) ☐ Computer Tape(s)		
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☐ Bound Book ☐ Video Tape	[ i	☐ Geographical				
Other (specify)	١,	Other (specify)		10. Annual Accumulation		
Carea (operaty)	, ,	Original (other	ын <b>у)</b>	<u>!</u> Number		
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				Other (s	pacity) FILE FOLDER	
11. File is Used	<u></u>	<u> </u>	12. File Becom	ec Inarrive Aft	or .	
11. File id Osed			_3	ES MECOTO PA		
☐ Dally ☐ Weekly ☐ Monthly ☐ Annu	ually		Number	□м	onth(s) Year(s)	
					·	
13. Current Location(s) (Bidg., Floor, Room)			L	Series Duplicati No	ed Elsewhere? (if yes, specify agency or office.)	
2660 Riva Road, 3 <sup>rd</sup> Floor			Yes	NO.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(6)			16. Audit Requ	irements		
☐ Yes    No					Federal Independent	
			None	O State	Pederal [] Independent	
17. Is an index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes ☐ No			Retain for th	төе <u>(3)</u> уез	ars then destroy	
19. Name and Title of Preparer	7	20. Telepho	ne Number	21. Date		
Helen Cosner, OSA II	4	410-222-76	30	•	·	
				7/20/17		

Instructions - Type or Print a separate form for each new or revised record series. Forward Nath Records Retendion Schedule (DGS 550-1)   7278 Waterlos Gade) P.O. Box 275   Jessey, Menyland 20794   410-729-1005   1. Department/Agency   2. Division   Insurance   3. Unit   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition   DEFINITION: RECORD Filed Series Separate Series (Parameter Verance)   Definition of Parameter Verance   Definition of Parameter Verance   Definition of Parameter Verance   Definition of Parameter   Definition   Defini							
with Records Retendion Schedule (DGS 550-1)  7275 Waterfoo Road, P.O. Box 275  Jessup, Maryland 20794  10-709-1100  10-709	Instructions –Type or Print a separate form for DEPARTMEN'			F GENERAL SERVICES		AGENCY RECORDS INVENTORY	
Jessup, Maryland 20794  1. Department/Agency Central Services/Risk Management  1. Department/Agency Central Services/Risk Management Insurance  DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  4. Record Series Title Payroll  6. Record Series Description (Briefly describs the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Time sheets and lisave request forms  7. Record Series Femalty) List all Series Size   Microfilm   Series Size   Microfilm   Series Size   Microfilm Reaky)	each new or revised record series. Forward RECORDS MAN			AGEMENT DIVISION		•	
Jessup, Maryland 20794  1. Department/Agency Central Services/Risk Management  1. Department/Agency Central Services/Risk Management Insurance  DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  4. Record Series Title Payroll  6. Record Series Description (Briefly describs the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Time sheets and lisave request forms  7. Record Series Femalty) List all Series Size   Microfilm   Series Size   Microfilm   Series Size   Microfilm Reaky)	with Records Retention Schedule (DGS 550-1) 7275 Waterloo					<b>n</b> 00	
1. Department/Agency   2. Division   3. Unit	man reserve reserves and the second control of the second control	1				PAGE 1 OF OF	
1. Department/Agency Central Services/Risk Management Insurance  3. Unit  DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition  4. Record Series Title Payroti		Jess					
Central Services/Risk Management   Insurance	1 Denartment/Agency	2 Division	1,5755			3 Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  4. Record Series Title Payroll G. A.  5. Eartlest Year/Latest Year 2014-to Present  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Time sheets and leave request forms  7. Record Series Formatiq) Let all Later State   Microtim Lapid State   Computer Tape   Audio Tape   Propyr Date   Cherofostical   Cherofostica						S. Office	
A Record Series Title   A Record Series Series   S. Earliest Year   2014-10 Present	Certual Services/Risk Wariagement	insurance	•				
A Record Series Title   A Record Series Series   S. Earliest Year   2014-10 Present							
4. Record Series Title Peyroll 6 A  6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) A. Time sheets and leave request forms  7. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) A. Time sheets and leave request forms  8. Record Series Sequence   Comparison   Co	DEFINITION: RECORD SERIES: A group of related	d records norma	ally filed an	nd used as a	a unit for re	ference as well as retention and disposition	
Payroll 6 A  2014-to Present  6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) A. Time sheets and leave request forms  7. Record Series Pomat(s) Ltst all    S. Record Series Sequence   " Volume   " Volume   " Volume   "					E Carlla	A Vecall stack Veca	
6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) A. Time sheets and leave request forms  7. Record Series Pormari(s). List atl					1		
Series.) A. Time sheets and leave request forms	Payroll 6 71				2014-1	o Present	
Series.) A. Time sheets and leave request forms		· <u>-</u>				<u> </u>	
7. Record Scries Formal(s) List all Letter Size   Microfilm	6. Record Series Description (Briefly describe the ty	pes of informati	ion/docum	ents/forms	found in the	e series. Include the purpose or function of the	
Legal Size   Computer Tape   Numerical   Numerical   Microfilm Real(s)   Computer Tape   Floopy Disk   Chronological   Computer Tape   Propty Disk   Chronological   Computer Tape(s)   Chronological   Computer Tape(s)   Chronological   Computer Tape(s)   Chronological   Computer Tape(s)   Chronological   Chronologic	series.) A. Time sheets and leave request forms						
Legal Size   Computer Tape   Numerical   Numerical   Microfine Real(s)   Computer Tape   Floopy Disk   Chronological   Computer Tape   Geographical   Chronological   Chronological   Computer Tape(s)   Comp							
Legal Size   Computer Tape   Numerical   Numerical   Microfine Real(s)   Computer Tape   Floopy Disk   Chronological   Computer Tape   Geographical   Chronological   Chronological   Computer Tape(s)   Comp							
Legal Size   Computer Tape   Numerical   Microfilin Reak(s)   Computer Tape(s)   Other (specify)	7. Record Series Format(s) List all	6. Re	cord Series S	Sequence	○ Volume		
Legal Size   Computer Tape   Numerical   Microfilin Real(s)   Microfilin Real(s)   Computer Tape(s)   Microfilin Real(s)   Computer Tape(s)   Other (specify)   Other (specify)   10. Annual Accumulation   1/2   Number   1/2   Numb			_		2.		
Audio Tape   Floppy Disk     Chronological   Computer Tape(s)   Comp	Letter Size  Microfilm .	(De Ai	iphabetical		Number	İ	
Audio Tape   Floopy Disk   Chronological   Computer Tape(s)   Comput	Legal Size Computer Tape	□ N	lumerical		<u> </u>	**	
Bound Book   Video Tape   Geographical   10. Annual Accumulation   1/2   Number	Audio Tape Floppy Disk	₽ďci	hronological		Comput	er Tape(s)	
Other (specify)	☐ Bound Book ☐ Video Tape	□G	ieographical		U Other (s	pecify)	
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File Drawer(s)   Microfilm Reet(s)   Computer Tape(s)   Other (specify)	L] Other (specify)	O	Other (specify)		1/2- Number		
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11. File is Used					<del></del>		
11. File is Used    Daily   Weekly   Monthly   Annually   12. File Becomes Inactive After   3   Number   Month(s)   Year(s)			1 3				
Daily   Weekly   Monthly   Annually   3 Number   Month(s)   Year(s)		ļ			[_] outer (o		
Daily   Monthly   Annually   Number   Monthly   Year(s)	11. File is Used		1	12. File Becom	es inactive Afte	ar	
13. Current Location(s) (Bidg., Floor, Room)  2660 Riva Road, 3 <sup>rd</sup> Floor  15. Access Restrictions (if Yes, cite Law(s) & Regulation(s).  16. Audit Requirements    Yes   No    17. Is an Index System used? If yes, explain briefly and describe requirements   Yes   No    18. Recommended Retention   Retain for three (3) years then destroy.  19. Name and Title of Preparer   Helen Cosner, OSA II    14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)   Yes   No    16. Audit Requirements   18. Recommended Retention   Retain for three (3) years then destroy.			ll ll		_		
Yes   Tho	☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally	,	Number	∐ Ma	onth(s) Year(s)	
Yes   Tho	·			•			
Yes   Tho							
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s).  Yes None State Federal Independent  17. Is an Index System used? If yes, explain briefly and describe requirements  Yes No Retain for three (3) years then destroy.  19. Name and Title of Preparer  410-222-7630  20. Telephone Number  410-222-7630			1	ll			
Yes   None   State   Federal   Independent	2660 Riva Road, 3™ Floor		i	∐ Yes	No		
Yes   None   State   Federal   Independent	15. Access Restrictions (if Yes. cité Lawis) & Regulation(s)	······································	<del>  </del>	16. Audit Regu	Irements		
17. Is an Index System used? If yes, explain briefly and describe requirements  18. Recommended Retention Retain for three (3) years then destroy.  19. Name and Title of Preparer  20. Telephone Number Helen Cosner, OSA II  21. Date	·						
Retain for three (3) years then destroy.  19. Name and Title of Preparer  20. Telephone Number Helen Cosner, OSA II  21. Date 410-222-7630				Mone [	State 🔲	Federal Independent	
Retain for three (3) years then destroy.  19. Name and Title of Preparer  20. Telephone Number Helen Cosner, OSA II  21. Date 410-222-7630							
Retain for three (3) years then destroy.  19. Name and Title of Preparer  20. Telephone Number Helen Cosner, OSA II  21. Date 410-222-7630	17 Is an Index System (sed?) If was explain Intelligend describe requirements			10 D	monded Ca	tontion	
19. Name and Title of Preparer  Petain for three (3) years then destroy.  20. Telephone Number 410-222-7630			- 11				
Helen Cosner, OSA II 410-222-7630	,			Retain for th	iree (3) yea	rs then destroy.	
Helen Cosner, OSA II 410-222-7630		<u>,</u>					
	19. Name and Title of Preparer	20. T	Telephone	Number	21. Date		
7/20/17	Helen Cosner, OSA II	410-2	222-7630				
					7/20/17		

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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL S				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 8 OF 30	
ľ	Jessup, Maryland 2079				PAGE _G OF _G	
	410-789-1930			i		
Department/Agency	2. Division				3. Unit	
Central Services/Risk Management	Insurance					
Central Services/Nisk Management	Insulance					
DEFINITION: RECORD SERIES: A group of related purposes.	ally filed an	nd used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year		
Payroll 6B				20181	o Present	
			i			
6. Record Series Description (Briefly describe the ty	ypes of information	lion/docum	ents/forms	found in th	e series. Include the purpose or function of the	
series.) B. Leave Reports					•	
					•	
7. Record Series Format(s) List all	A. Rec	ecord Series S	Sequence	9. Valume		
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Letter Size	ĽÍ AI	Nphabetica!		Number		
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			ĺ	10. Annual	Accumulation	
Other (specify)	□ •	Other (specify)	acify)			
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11. File is Used		1	12. File Becom	es inactive Aft	er	
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☐ Daily ☑ Weekly ☐ Monthly ☐ Annu	ıalıà		Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		1	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2660 Riva Road, 3⁴ Floor		$\parallel$	Yes No			
	<u> </u>					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		ر ا	16. Audit Requ	irements		
Yes MNo			LIZANO I		Federal Independent	
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17. is an index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Re	etention	
Yes No		li li	•			
		י ון	ketain for s	ixty (60) da	ys then destroy.	
					·	
19. Name and Title of Preparer	20. T	Telephone	Number	21. Date	1	
Helen Cosner, OSA II		-222-7630	1			
1 170011 00011013 0011 11		/ / / /	1	7/20/47	Ì	
			7/20/1			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT D .7275 Waterloo Road, P.O. Bo Jessup, Maryland 2079			ISION	PAGE Q OF DO	
Department/Agency     Central Services/Risk Management	2. Division Insurance				3. Unit	
DEFINITION: RECORD SERIES: A group of related purposes.	mally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title Payroll 6 C				l	st Year/Latest Year to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) C. Payroll Registers						
7. Record Series Format(s) List all	8.1	. Record Serie	es Sequence	9. Valume		
Letter Size	9	Alphabetical	ıl	1 Number		
Legal Size Computer Tape		Numerical		₽ File Dra		
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11. File is Used			12. File Become	es Inactive Afte	er	
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13. Current Location(s) (Bidg., Floor, Room) 2660 Rive Road, 3rd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	atnemenlug		18. Recommended Retention  Retain for two (2) pay periods then destroy.			
19. Name and Title of Preparer		•	ne Number	21. Date		
Helen Cosner, OSA II	41	10-222-763	30	7/20/17		

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Instructions –Type or Print a separate form for DEPARTMENT OF G			GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	RDS MANA	GEMENT DIV	ISION	·	
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		0.0	
Will Records Received Code 550 1)	, 2, 0				PAGE 10 OF 30	
			ryland 20794 99-1930			
1. Department/Agency	2. Divisio				3. Unit	
Central Services/Risk Management	Safety					
DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title Safety				5. Earlie	st Year/Latest Year	
A. Safety General 7A				1!	e77 to Present	
6. Record Series Description (Briefly describe the ty	ypes of info	mation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Records related to the safety risk managem	nent functio	ns of the div	ision under th	e following	subject titles: Safety General - Correspondence	
information, research, or special programs, procedu	ures and po	olicies.				
					•	
7. Record Series Format(s) List all	Ţ	8. Record Sark	ss Sequence	9. Valume		
		_/		2		
☑ Letter Size ☐ Microfilm		Alphabetica	il	Number		
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☐ Bound Book ☐ Video Tape		Geographic	æl	Other (	specify)	
<b>M</b>		<b>—</b> • • • • • • • • • • • • • • • • • • •	16.5		Accumulation	
Other (specify)	Ţ	Other (spec	ary)	1 Number		
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11.,File is Used			12. File Becomes Inactive After			
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2660 Riva Road, 3⁴ Floor			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes ☑ No		ľ		<b>-</b>		
			None	∐ State □	Federal Independent	
·						
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		18. Recom	mended R	etention	
☐ Yes [v] No ·			Retain for on	e (1) year, th	en screen annually and destroy any material no longer	
		needed for c	urrent busine	ss with the following exception: Transfer to the Maryland		
			State Archive	for permane	ent retention any material that serves to document the	
			· ·	•	accomplishments of the office and has continuing	
·				If, or historical value. If material is scanned, all scans		
		Ì			ice with Maryland State Archives standards and paper ges will follow the above retention requirements.	
10 Name and Title of Property		20. Telepho		21. Date	get and the second record requirements.	
19. Name and Title of Preparer	-	410-222-76		21. Date	`	
Helen Cosner, OSA II	1	+ IU-222-10	JU	7/20/17		
				1120/17		

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Instructions -Type or Print a separate form for each new or revised record series. Forward			GENERAL SE		AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794			¢ 275	PAGE 11 OF 30
1. Department/Agency	2. Divisio	on			3. Unit
Central Services/Risk Management	Safety				
DEFINITION: RECORD SERIES: A group of related records normally file purposes.			and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title Safety	. 4		,	5. Earlie	st Year/Latest Year
B. Inspections, Complaints and investigation Files	78			<u>2013</u>	to Present
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files contain case history of safety inspections and investigations conducted as well as complaints handled.					
7, Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume	
Letter Size  Microfilm		Alphabetic	R.I	4 Number	
Legal Size Computer Tape		☐ Numerical		File Dra	wer(s)
Audio Tape 🔲 Floppy Disk		☐ Chronologi	cal	Microfile	* *
				Other (s	
☐ Bound Book ☐ Video Tape	ı.	Geographi:	cal	10. Annual	Accumulation
Other (specify)		Other (spe	ecify) 1_ Number		
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	ł			Comput	• • • •
	ļ			Other (s	pecny)
11. File is Used	1		12. File Becom	es inactive Aft	ег
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ıally		3 Number		
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13. Current Location(s) (Bidg., Floor, Room) 2660 Riva Road, 3rd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	
∐ Yes Levi No	☐ Yes ☑ No		None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recom	mended Re	etention
Yes No			[		ars, then screen annually and destroy any
					ded for current business.
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Helen Cosner, OSA II		410-222-76	30		
	ł			7/20/17	

Instructions –Type or Print a separate form for each new DEPARTMENT OF G			ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY
or revised record series. Forward with Records	RECO	ORDS MANA	SEMENT DIVI	SION	
Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	PAGE_13_ OF 30_
( ,		Jessup, Mar			PAGE 10 OF 0
			9-1930		
Department/Agency	2. Division	·	- 1005		3. Unit
Central Services/Risk Management	` Safety				
					<u>L</u>
DEFINITION: RECORD SERIES: A group of related records		ed and used a	s a unit for re	ference as	well as retention and disposition purposes.
4. Record Series Title Safety	70			5. Earlie	st Year/Latest Year
C. Hazardous and Toxic Substances Files (Maryland Occup	ational Safe	ty and Health	- MOSH)	1977 1	o Present
6. Record Series Description (Briefly describe the types of in	formation/de	ocuments/for	ns found in the	e series. In	clude the purpose or function of the series.) Files
contain information concerning manufacturers Safety Data S					·
employees to make them aware of where chemicals are use					
employees to make along aware of whole chemicals are use	a and proto		CO WINGII WOIN	ing will are	se chemicals.
				r	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Votume	
Letter Size  Microfilm		Alphabetic	al	4 Number	
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Legal Size Computer Tape		☐ Numerical		File Ora	wer(s)
·				Microfile	• •
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		!		Number	
				File Dra	upr(c)
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			Сотри		
				Other (s	pecify) <u>Falder</u>
		<u> </u>		<u> </u>	
11. File is Used			12. File Becom	es Inactive Aft	er
☐ Datily ☐ Weekly ☐ Monthly ☐ Annually			Number	Πм	onth(e) Year(s)
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13. Current Location(s) (Bkig., Floor, Room)	·		14 le Occard S	Parion Dualizat	of Element 1 // was a set of the
13. Current Location(s) (Bidg., Floor, Room) 2660 Riva Road, 3rd Floor			Yes	Series Dupicali No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(e)			16. Audit Requirements		
☐ Yes ☑ No				<u>.</u> _	_
			☑ None	State	Federal Independent
17. Is an Index System used? If yes, explain briefly and describe requirements			18 Page	mended P	etention
Yes No			18. Recommended Retention		
			Retain for f	orty (40) ye	ars then destroy.
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Helen Cosner, OSA II		410-222-76	30		
				7/20/17	

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Instructions –Type or Print a separate form for each new or revised record series. Forward			GENERAL SE		AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1)	1	75 Waterioo R Jessup, Ma	Road, P.O. Box iryland 20794 199-1930		PAGE 13 OF 20
Department/Agency	2. Divisi				3. Unit
Central Services/Risk Management	Safety			•	
				ĺ	·
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition
	7 <i>D</i>			5. Earlie	st Year/Latest Year
D. Occupational Safety and Health Administration	(OSHA)			2012	to Present
6. Record Series Description (Briefly describe the t			-		
series.) Files contain information on Safety Violatio	ns, persor	nal injury, and	general safet	y for Burea	au of Labor Statistics (State and Federal agencies)
7. Record Series Format(s) List all		B. Record Seri	es Sequence	9. Volume	·
Letter Size  Microfilm	,	Alphabetica	al	<u>6</u> Number	
Legal Size Computer Tape		Numerical		Pfle Dra	· ·
Audio Tape Floppy Disk	☐ Chronologi		ical	_	ter Tape(s)
☐ Bound Book ☐ Video Tape	☐ Geographi		cel		
Other (specify)		Other (spe			Accumulation
<del>-</del>		_		Number	
				File Dra	• •
		,	Microfi		n Reel(s) er Tape(s)
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11. File Is Used		•	12. Fite Becomes Inactive After		
☐ Daily ☐ Weekly ☐ Monthly ☑ Ann	nally		<u>5</u> Number □ N		ionth(s)
U Daily Control Control Control	uany		Hamber	LJ	ninita) (1) real(a)
13. Current Location(s) (Bidg., Floor, Room) 2660 Riva Road, 3rd Floor			14. Is Recard Series Duplicated Elsewhere? (If yes, specify egency ar office.)  ☐ Yes ☐ No		
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)  Yes			16. Audit Requ	ilrements	
			<b>1</b> ⊿ Na∩e	State	Federal   Independent
17. Is an index System used? if yes, explain briefly and describe n	equirements		18. Recom	mended Re	etention
Yes Yo			Retain for fi	ve (5) year	s then destroy
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Helen Cosner, OSA II		410-222-76	30		
				7/20/17	

	<del></del>			<del></del>	T	
each new or revised record series. Forward RECORDS MANA		GENERAL SERVICES GEMENT DIVISION load, P.O. Box 275		AGENCY RECORDS INVENTORY		
· .		• •	ryland 20794 99-1930			
Department/Agency     Central Services/Risk Management	2. Division	ion			3. Unit	
DEFINITION: RECORD SERIES: A group of relater purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
Record Series Title Safety     E. Maryland Occupational Safety Health (MOSH)	7E			Earliest Year/Latest Year     2013 to Present		
Record Series Description (Briefly describe the t series.) Files contain information on safety violation						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9, Volume		
Letter Size		Alphabetica	al	4 Number		
Legal Size Computer Tape		☐ Numerical		<b>□</b> file Dra	* *	
Audio Tape		☐ Chronotogic	cal	1 == :	ter Tape(a)	
Bound Book 🔲 Video Tape	☐ Geographi		cai	Other (s	apecify)	
Other (specify)		Other (spec	clfy)	10. Annual 1	Accumulation	
				Number		
				File Dra	• •	
			Сотри		ter Tape(s)	
				Other (s		
11. File is Used			12. File Becomes inactive After			
☐ Dally ☐ Weekly ☐ Monthly ☑ Annu	ually		Number Month(s) Year(s)			
			<u></u>			
13. Current Location(s) (Bldg., Floor, Room) 2650 Riva Road, 3 <sup>rd</sup> Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☑️⊀o			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-		16. Audit Requ	ulrements		
Tites ITING		3	12 None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe of	equirements		18. Recom	mended R	etention	
☐ Yes			Retain for three (3) years then destroy			
19. Name and Title of Preparer Helen Cosner, OSA II		20. Telepho 410-222-76	one Number 330	21. Date		
Heigh Cosher, Core		7.0-222	7/20/17			

	<del></del>	<del> </del>				
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENER RECORDS MANAGEME 7275 Waterloo Road, P. Jessup, Maryland		GEMENT DIVISION oad, P.O. Box 275 ryland 20794		PAGE 15 OF 20	
Department/Agency     Central Services/Risk Management	2. Division Safety				3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	a recoras i	normally med	and used as	a unit for re	ference as well as retention and disposition	
Record Series Title Safety     F. Training Files				<u>1977</u> 1	st Year/Latest Year o <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files contain attendance records, course descriptions and dates given.						
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Valume		
Letter Size  Microfilm		Alphabetic	al	1 Number		
☐ Legal Size ☐ Computer Tape	,	☐ Numerical	•	File Dra		
Audio Tape Floppy Disk		Chronolog	ical	Comput		
☐ Bound Book ☐ Video Tape		☐ Geographi	cal			
☐ Other (specify)	Cther (speci		cify)	1 Number   File Drau	n Reel(s)	
11. File is Used		<del>-</del> ,	12. File Becon	nes inactive Aft	er	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually		1 Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 2660 Riva Road, 3 <sup>rd</sup> Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements  ☑ None ☐ State ☐ Federal ☐ Independent			
17. is an Index System used? If yes, explain briefly and describe re	eqvirements		]	mended Re	)	
			1		urrent business 3 years from class date the destroy	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	the destroy	
Helen Cosner, OSA II		410-222-76			·	
				7/20/17		

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup	oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	Page 16 of 20						
DEPARTMENT/AGENCY     Central Services/ Risk Management	2 DIVISION Insurance		3 UNIT						
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes									
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR								
	8A		1977 TO Present						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system						
Agendas, committee meetings minutes, ar correspondence.	nd	Supports legal and po	licy directives.						
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.									
Self Insurance Fund Committee agenda, committee meetings minutes, and correspondence supporting legal and policy directives of the committee.									
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.							
Accessed by Risk Management personnel									
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM						
Update as needed.		•							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability									
Stored on network J:/ Drive			•						
12 RECOMMENDED RETENTION									
12 RECOMMENDED RETENTION  Permanent. Retain for 50 years, then transfer to the Maryland States Archives for permanent retention. If scanned, scan paper in accordance with Maryland State Archives standards, destroy paper and transfer images to the Maryland State Archives.									
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE						
Nicole Liening	410-222-1591		7/22/2019						
16 TITLE OF PREPARER		·	, L						
Safety & Insurance Manager	Safety & Insurance Manager								
DGS 550-6 (rev. 10/12)									

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL S			RAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			rision			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				. h# 20		
Wall records retained constant (5-55 500-1)	7210	Jessup, Mar		2.0	PAGE OF		
	410-799-1930						
Department/Agency	2. Divisio	n	•	3. Unit			
Central Services/ Risk Management	Safety				·.		
<u>,</u>			•				
25511/71011 25 22 22 25 25 25 2							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Safety			·	1	977 toPresent		
F. Training Files							
6. Record Series Description (Briefly describe the t	ypes of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.) Files contain attendance records, course	e descriptio	ons and dates	given	•			
					÷		
			•				
7. Record Series Format(s) List all	1	8. Record Serie	s Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·		
·		5. NG0016 G0110	o obquonoo	_1	-		
□ Latter Size    □ Microfilm		Alphabetica	I	Number			
Legal Size Computer Tape		.  Numerical		⊠ File On	awer(s)		
		•			**		
☐ Audio Tape ☐ Floppy Disk	ļ	Chronologic	al	_	der Tape(s)		
☐ Bound Book ☐ Video Tape	1	☐ Geographic	al '	Other (	specify)		
				10. Annual Accumulation			
Other (specify)		Other (spec			-		
				Number			
				☐ File Dr	awer(s)		
	Ì				m Reel(s)		
•		•	Comp		ner lape(s) (specify)Folder		
<u> </u>					···································		
11. File is Used			12. File Becom	es Inactive A'	fter .		
☐ Daily ☐ Weekly ☐ Monthly ☒ Ann	ually		Number		Month(s) X Year(s)		
	•			_	,		
					•		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 8	Series Duplica	ited Elsewhere? (If yes, specify agency or office.)		
2660 Riva Road, 3 <sup>rd</sup> Floor			☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<del>-</del>		16. Audit Requirements				
15. Access Restrictions (if Yes, cité Law(s) & Regulation(s)  Tes No		•	.u. muut ragi				
		•	None	State [	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recom	mended F	Retention		
_ ☐ Yes   ☑ No					ears from class date.		
					•		
					•		
				T 04 0 -			
19. Name and Title of Preparer			one Number	21. Date			
Nicole Liening		410-222-15	ופי	4/10/19			

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Instructions ~Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box	x 275	PAGE 15 OF 30		
·	Jessup, Ma	aryland 20794		PAGE 16 OF		
4 B		799-1930	<del></del>	0.14**		
Department/Agency     Central Services/Risk Management	2. Division Insurance			3. Unit		
Central Services/Mak Wallagement	msurance	•		·		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title Self Insurance Fund			5. Earliest Year/Latest Year			
			2010	o Present		
6. Record Series Description (Briefly describe the ty				e series. Include the purpose or function of the		
series Records related to the self-insuring functions	of the division under t	he following til	des.			
C. General Liability Files						
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Votume			
☑ Letter Size ☐ Microfilm	Alphabetic	al	2 Number			
Denvisor Dominion	<b>☑</b> Numerical			_		
Legal Size Computer Tape	By Numerical		File Dra	* *		
Audio Tape 🏻 Floppy Disk	☐ Chronolog	ical	Computer Tape(s)			
☐ Bound Sock ☐ Video Tape	☐ Geographi	cal	Other (specify) High Density Rolling File System			
			l.	Accumulation		
Other (specify)	Other (spe	αly)	200 Number			
	!					
			☐ File Drawer(s) ☐ Microfilm Reel(s)			
			Computer Tape(s)			
			Other (s	pecify) Folders		
11. File is Used	<u></u>	12. File Becom	les Inactive Aft	er .		
V Daily	ally	5 Number	Пм	onth(s) 🛂 Year(s)		
gettly ground, ground, ground,						
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2680 Riva Road, 3 <sup>™</sup> Floor		· Yes	No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		18. Audit Requ	uirements			
Yes VNo		₽ None		Federal Independent		
				receilar [] independent		
17. Is an Index System used? If yes, explain briefly and describe req	lan ananie	18. Recom				
		l		n until file can be placed in closed files. If minor,		
				past 18th birthday. e (5) years then destroy.		
19. Name and Title of Preparer	20 Telephi	one Number	21. Date	o toy yours alon costoy.		
Helen Cosner, OSA II	410-222-76		21. Date			
			7/20/17			

Instructions -Type or Print a separate form for	DEPAR	RTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794				PAGE 19 OF 30	
Department/Agency	2. Divisi	on			3. Unit	
Central Services/Risk Management	Insuranc	<b>œ</b> 				
DEFINITION: RECORD SERIES: A group of related purposes.	l records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title Self Insurance Fund	)				st Year/Latest Year to Present	
6. Record Series Description (Briefly describe the ty	pes of inf	ormation/doc	uments/forms		_ <del></del>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series Records related to the self-insuring functions of the division under the following titles.  D. Automobile Liability and Comprehensive/Collision Files						
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
Letter Size		Alphabetic	al	2 Number		
Legal Size Computer Tape		Numerical			File Drawer(s)  Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk		Chronologi	ical ·	🔲 Сояпри		
☐ Bound Book ☐ Video Tape		☐ Geographic	cal			
Other (specify)		Other (spec	cify)	10. Annual 200 Number	Accumulation	
				File Dra Hicrofile Comput	n Reel(s)	
11. File is Used	1		12. File Becom	es Inacțive Aft	er	
Daily Weekly Monthly Annua	ally		5 Number	<b>□</b> M	onth(s) Pear(s)	
13. Current Location(s) (Bldg., Floor, Room) 2660 Riva Road, 3 <sup>rd</sup> Floor			14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☑ 'No			
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)  Yes Mo		16. Audit Requirements  □ State □ Federel □ Independent		Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe req	quirements		18. Recom	mended Re	etention	
☐ Yes	•		Open & Acti	ive – Retair	n until file can be placed in closed files. If minor,	
,			retain for fiv	e (5) years	past 18th birthday.	
	<del></del>		<u> </u>		e (5) years after occurrence date then destroy.	
19. Name and Title of Preparer		20. Telepho		21. Date		
Helen Cosner, OSA II		410-222-76	3U ,	7/20/17		

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Instructions -Type or Print a separate form for	DEPAR	TMENT OF	TMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV	•		
with Records Retention Schedule (DGS 550-1)					000	
			oo Road, P.O. Box 275		PAGE 30 OF 30	
	<u> </u>	410-7	ryland 20794 199-1930			
Department/Agency	2. Divisio	חל			3. Unit	
Central Services/Risk Management Insurance			<i>,</i>			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
A Record Series Title Self Insurance Fund			<del></del>	5. Earliest Year/Latest Year		
8	20		2010	10 to Present		
6 Pecord Series Description (Briefly describe the types of information/de						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the						
series Records related to the self-insuring functions of the division under the following titles.						
E. Miscellaneous Claims – Contains claims against the County that are not contained in 7C & D.						
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume		
d		☐ Alphabetical		1 Number		
☑ Letter Size				Number	r	
Legal Size Computer Tape		Numerical		File Drewer(s)		
TA 4-7 Clean. Niek	1	[ Churchester		Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		Chronological		☐ Computer Tape(s) ☐ Other (specify) High Density Rolling File System		
☐ Sound Book ☐ Video Tape		☐ Geographical				
C Other (consists)		Char (conside)		10. Annual Accumulation		
Other (specify)		Other (specify)		100 Number		
	1					
				☐ File Dra	wer(e)	
				Microfilm Reet(s)		
				Comput	rer Tapa(s) specify) <u>Folders</u>	
	1			P Object (a	pecify) <u>Folders</u>	
11. Fite Is Used	<u>J.</u>		12. File Become	es Inactive Aft	er	
Daily Weekly Monthly Annu	ıallv	ļ	5 Number	Пм	onth(s) Year(s)	
A new	.euy	ļ	14811654	Kand ***	ounder 651 reader	
					1	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2860 Riva Road, 3rd Floor			Yes Mo			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes Who						
<del>_</del>			☑ None ☐ State ☐ Federal ☐ Independent			
		·				
17. Is an Index Systemused? If yes, explain briefly and describe requirements			40. Decemberded Patriction			
Yes No			18. Recommended Retention			
	<u> </u>		Maintain for	five (5) ye	ars after occurrence date then destroy.	
19. Name and Title of Preparer	20. Telephone Number		21. Date			
Helen Cosner, OSA II		410-222-7630		7/20/17		